

October 4, 2016

TO: Curriculum and Formative Assessment Publishers and Authors

FROM: NC Division of Child Development and Early Education

RE: Curriculum and Formative Assessment Review Process 2016

The NC Division of Child Development and Early Education (DCDEE) is initiating a process to review curricula for use in 1) NC Pre-Kindergarten classrooms, 2) four-year-old classrooms in four- and five-star programs, 3) mixed age group classrooms with four-year-old children, and 4) programs with four-year-old classrooms using curriculum to earn a quality point for the star-rated license. The committee will concurrently review formative assessment tools designed to document preschool-age children's learning and development for the purpose of informing instruction in NC Pre-Kindergarten classrooms.

If you have a curriculum and/or a formative assessment you would like reviewed, please read the guidelines below and the documents enclosed and on the website that provide North Carolina's criteria for approving curricula and formative assessments. Submit materials following the instructions on page two of this memo.

The following guidelines will determine a curriculum's eligibility for review:

- A publisher's self-report, using a form provided by the Division, verifying the curriculum aligns with [NC Foundations for Early Learning and Development](#) (NC FELD) goals and strategies for four-year-old children.
- In the 2016 process, **the Committee will only review curricula for use in classrooms with four-year-old children**. This means that curricula submitted may be intended for fours or intended for mixed-age groups that include four-year-old children.
- Previously submitted and approved curricula must be re-submitted for review and approval; however current programs using these curricula will continue to be allowed to use the previously approved curricula even if it is not approved in the 2016 process. New programs must use 2016 approved curricula.



The guidelines for the formative assessment review are as follows:

- The formative assessment must address all domains of children's development, be designed for ongoing authentic assessment of four-year-old children, and meet all criteria described in the document, 2016 Criteria for Formative Assessment Review, on the Division's website at http://ncchildcare.nc.gov/providers/pv_sn2_curriculum.asp
- Formative assessments intended for use in the NC Pre-Kindergarten Program must be approved in this review process. Assessments that have previously been approved for use in the NC Pre-Kindergarten Program do not have to be submitted again for review in 2016 since the criteria are the same as in the previous review. If an approved assessment has been revised since the last process, it must be submitted for review.

Materials for the review process must be received by **November 4, 2016**. For additional information please contact Laura Hewitt, NC Division of Child Development and Early Education, at 919-527-6648.

Enclosure:

1. Criteria for Curriculum Review



Child Development
and Early Education
HEALTH AND HUMAN SERVICES

Pat McCrory
Governor

Richard O. Brajer
Secretary

Pamela L. Shue
Director

Instructions for submitting a curriculum or formative assessment:

1. Submit one complete curriculum/assessment package (originals). Include all materials you would send a program that purchases the curriculum/formative assessment. If the curriculum is theme based, send a sample of three months of the curriculum rather than the whole year. Include a list of all available themes. If the curriculum is for a mixed age group and is separated by age, include three, four- and five-year-old curricula. If the assessment is a continuum that addresses multiple ages or has multiple documents/versions that could be used with four-year-old children, please submit all materials that are relevant for assessment of four-year-olds. **Do not submit developmental screening tools intended to identify children who should be referred for further evaluation and testing based on concerns in one or more developmental domains.** A separate committee evaluates this type of assessment tool.
2. Enclose in each curriculum/assessment package identification information and return instructions that include the following:
 - Organization that publishes or produces the curriculum/assessment materials, contact person, address and telephone number.
 - A list of every item included in the curriculum package and its cost or the cost of the complete curriculum/assessment package.
 - For multi-box shipments, the total number of boxes and a list of items in each box.
 - Specific instructions on how you will retrieve the materials, if desired, after the review is complete. You may pick up the materials or have them shipped from the Division. *The NC DCDEE will keep the curriculum and assessments approved by the Commission, so that we may have a copy to refer to when asked questions or when it is needed for technical assistance.* Please indicate whether or not it is okay to donate appropriate materials to local early learning and development programs or colleges/universities to help train early educators.



Department of Health and Human Services | Division of Child Development and Early Education
820 South Boylan Avenue, Raleigh, NC 27603 (Physical Address) | 2201 Mail Service Center, Raleigh, NC 27699-2200 (Mailing Address)
919 527 6335 T | 1 800 859 0829 (Toll Free – In State Only)

3. Submit a completed Self Report provided by the Division which gives information about how the curriculum is comprehensive (includes all domains of development in [NC FELD](#)), evidenced based and aligns with NC FELD. Publishers may find the self-report on DCDEE website, [curriculum tab](#).
4. You may provide supplemental information with the curricula/assessments. Supplemental information should be directly related to the review criteria and should be clearly labeled as “supplemental” to distinguish it from the curriculum/assessment materials typically available to programs that purchase the curriculum/assessment package.
5. Mail the curriculum/assessment packages to the following address by **Friday, November 4:**

Attention: Laura Hewitt
NC Curriculum and Formative Assessment Review Committee
Division of Child Development and Early Education
1101 Warehouse Drive
Raleigh NC, 27603
6. If you would like your materials to be returned, please pack the curriculum/assessments in reusable boxes. Mark the outside of the package “To Be Returned” and include a pre-paid UPS or other mailing label.

In the event that materials are misplaced during the review process, the Curriculum and Formative Assessment Review Committee and the Division of Child Development and Early Education will not be liable for return or payment.

